

RESOURCES

Transfer Planning Worksheet

This worksheet is provided to help you through the transfer process outlined in this handbook. It is not an official advising form, but will help you track your progress and identify the questions you need to ask.

Career Goal: _____

Options for majors related to career goal:

Major	College/University	Minimum GPA required

Major of choice: _____

Transfer school: _____

Required GPA of major courses: _____

General education requirements or prerequisites required for my major:

At transfer school	Equivalent course at KCTCS



Important questions to ask

STEP 1- PICK A MAJOR

- ☐ Is there a faculty member, staff member, or career counselor available to help me pick a major?
- ☐ Are career assessment tests available to help me identify my interests?
- ☐ Are there job shadowing and/or volunteer opportunities in my major of interest?
- ☐ What are the prerequisites for my majors of interest?
- ☐ Are there transfer agreements in my majors of interest?
- ☐ Does my major of interest have specific admission requirements?

STEP 2- MAKE A PLAN

Pick a School

- ☐ Who is the contact person for transfer students?
- ☐ Can I transfer into a specific major?
- ☐ What are the current tuition and fees?
- ☐ What are the admission requirements for acceptance into the university? Into my major?
- ☐ Are there support services or resources for transfer students? For students in my major?
- ☐ Are online courses available in my major? Evening or weekend classes?

Evaluate Your Credits

- ☐ What are the general education requirements of my major?

- ☐ What are the GPA requirements of my major? Will C and D grades transfer?
- ☐ Are there transfer agreements for my major?
- ☐ Are complete degrees available?
- ☐ Is there a joint admissions or joint enrollment program?
- ☐ How many of my credits will transfer toward my bachelor's degree?
- ☐ How many more credits will I need to complete my degree?
- ☐ Can I get credit for military service or prior professional work experience?
- ☐ If I have a concern about the process, what is the transfer appeals process?

Explore Financial Aid Options

- ☐ When should I apply for financial aid/scholarships?
- ☐ Are there specific scholarships and other forms of financial aid for transfer students?
- ☐ Does the university offer any scholarship programs for which I might qualify?

STEP 3- TAKE ACTION

- ☐ When should I apply for admission?
- ☐ How are transfer students assigned housing?
- ☐ Am I required to submit my high school transcript along with other college transcripts?
- ☐ When is the transfer student orientation?
- ☐ How are transfer students advised for registration?